18th IFOAM ORGANIC WORLD CONGRESS - OWC 2014

ONLINE REGISTRATION SYSTEM at www.owc2014.org

USER MANUAL

EASY REGISTRATION IN 9 STEPS!...

Step 1 **Congress Registration Entry Screen**

A- NEW REGISTRATION
B - ALREADY REGISTERED
C- REGISTRATION KEY

Step 2 **New Registration Screen**
A - NEW REGISTRATION > E-MAIL ACTIVATE

Step 3 **Congress Registration - Initial Screen**

A) Regular Participation
B) IFOAM Member-Regular Participation
C) Buğday Member-Regular Participation
D) Turkish Citizens
E) IFOAM Member-Turkish Citizens
F) Buğday Member-Turkish Citizens
G) Student
H) IFOAM Member-Student
I) Buğday Member-Student
J) One Day Ticket (October 13, 2014)
K) One Day Ticket (October 14, 2014)
L) One Day Ticket (October 15, 2014)
M) One Day Ticket - Student (October 13, 2014)
N) One Day Ticket - Student (October 14, 2014)
O) One Day Ticket - Student (October 15, 2014)

Step 4 **Personal Information Screen**

Step 5 **Travel Information Screen**

Step 6 **Vehicle Information Screen**

Step 7 **Summary of Details Screen**

Step 8 **Approval Screen**

Step 9 **Payment Screen**

IMPORTANT NOTICE!

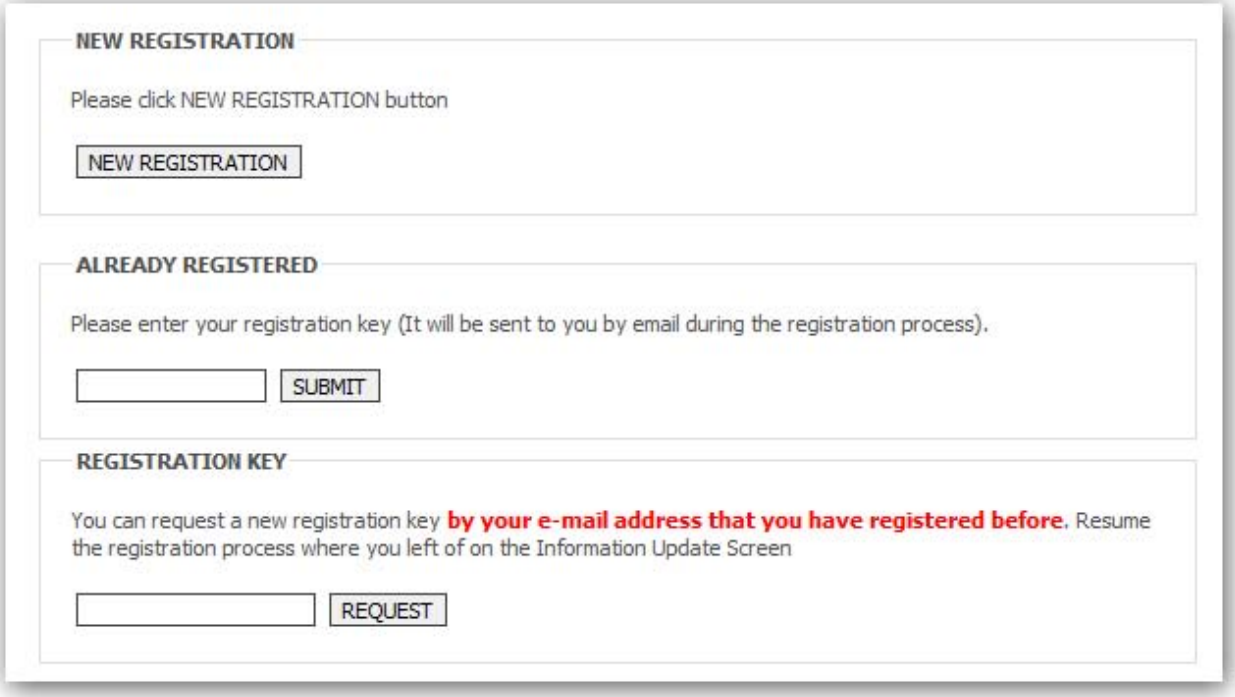
Together with student registration, a verified copy of a valid student certificate or international student card has to be submitted to Congress organizers in .pdf or .jpg format. registration@owc2014.org
IFOAM and BUĞDAY Affiliates should verify their membership via registration@owc2014.org

18th IFOAM ORGANIC WORLD CONGRESS - OWC 2014

ONLINE REGISTRATION SYSTEM at www.owc2014.org

USER MANUAL

Step 1 - Congress Registration Entry Screen


NEW REGISTRATION
Please click NEW REGISTRATION button
NEW REGISTRATION
ALREADY REGISTERED
Please enter your registration key (It will be sent to you by email during the registration process).
SUBMIT
REGISTRATION KEY
You can request a new registration key by your e-mail address that you have registered before. Resume the registration process where you left of on the Information Update Screen
REQUEST

A) NEW REGISTRATION

By clicking this button you initiate a new registration process.

B) ALREADY REGISTERED

If you have already initiated but not finished the registration process for reasons such as missing information, payment-related problems (e.g. *online payment process was interrupted*), in order to continue were you left of enter the **REGISTRATION KEY** you have requested from the system.

If you are already registered and completed the payment process but desire to change any of your information, use the "**ALREADY REGISTERED**" field.

IMPORTANT: *You can request your **registration key** by entering the e-mail address you have used for registration. The link that was sent to your e-mail address when you first registered cannot be used here.*

18th IFOAM ORGANIC WORLD CONGRESS - OWC 2014

ONLINE REGISTRATION SYSTEM at www.owc2014.org

USER MANUAL

Step 1 - Congress Registration Entry Screen

C) REGISTRATION KEY

If you have already initiated but not finished the registration process for reasons such as missing information, payment-related problems *(e.g. online payment process was interrupted)*, in order to continue were you left of, you must request the registration key.

For this purpose, enter the e-mail address you used for your previous registration attempt into this field. To obtain a new registration key, write your e-mail address in the **REQUEST** field below the **REGISTRATION KEY** heading. If you do not enter the same e-mail address *(because it has been changed, you have forgotten your password, or you cannot remember the e-mail address you used the first time)*, the system cannot send you the Registration Key. In this case you have to return to **NEW REGISTRATION** and enter all information again.

Step 2 - New Registration Screen

A) NEW REGISTRATION > E-MAIL ACTIVATE

Submit a valid e-mail address and wait for the confirmation e-mail to be sent to your e-mail address by the registration system. Depending on the internet traffic, it may take some time to receive the the return message *(1-20 min)*. After submitting the confirmation e-mail address, you will receive an activation e-mail from the Registration System.

This e-mail contains a link which will connect you directly to the symposium registration page. Please do not reply to this e-mail.

E-mail Activate

Please click the link below to activate your account. Activation link is for using only your first login the online system.If you would like to login again,please get a registration key at the homepage of online registration system.

http://www.intellievent.net/?act_key=uXzzFS5kcF&sec_key=055366e2118678dfef2b763406b0f08d&lang=en&step=email

Please don't reply this email

18th IFOAM ORGANIC WORLD CONGRESS - OWC 2014

ONLINE REGISTRATION SYSTEM at www.owc2014.org

USER MANUAL

Step 3 - Congress Registration - Initial Screen

REGISTRATION FEES

Dear Participant,

To be able to process your registration steps successfully, please take your time to read ONLINE REGISTRATION MANUAL

Congress registration fee covers: Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

Daily registration fee covers Program of that particular day, Congress bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

Together with **Student Registration,** a verified copy of ***valid student certificate or international student card*** has to be submitted to congress organizers in .pdf or .jpg format.

IFOAM Affiliates: Extra 20% discount

Buğday Affiliates: Extra 5% discount

IFOAM and BUĞDAY Affiliates, should verify their membership via registration@owc2014.org

- ☐ Regular Participation 435 €
- ☐ Turkish Citizens 435 €
- ☐ Student (Facultative) 320 €
- ☐ One day Ticket (October 13) 175 €
- ☐ One day Ticket (October14) 175 €
- ☐ One day Ticket (October 15) 175 €
- ☐ One day Ticket-Student (October 13) 110 €
- ☐ One day Ticket-Student (October 14) 110 €
- ☐ One day Ticket-Student (October 15) 110 €

SUBMIT and CONTINUE >>

* requried fields

18th IFOAM ORGANIC WORLD CONGRESS - OWC 2014

ONLINE REGISTRATION SYSTEM at www.owc2014.org

USER MANUAL

The link you received via e- mail will connect you directly to the first registration page where you can find types of Congress Participation with the price list. Please select the most appropriate registration type to your situation from the list.

A) Regular Participation

Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

B) IFOAM Member-Regular Participation

Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

C) Buğday Member-Regular Participation

Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

D) Turkish Citizens

Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

E) Buğday Member-Turkish Citizens

Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

F) Buğday Member-Turkish Citizens

Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

G) Student

Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

H) IFOAM Member-Student
Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

I) Buğday Member-Student
Opening Ceremony, Closing Ceremony, A Social Event, Lunches, Access to all tracks, workshops, poster presentations and the exhibition hall, Congress Bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

J) One Day Ticket (October 13, 2014)
Program of that particular day, Congress bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

K) One Day Ticket (October 14, 2014)
Program of that particular day, Congress bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

L) One Day Ticket (October 15, 2014)
Program of that particular day, Congress bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

M) One Day Ticket - Student (October 13, 2014)
Program of that particular day, Congress bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

N) One Day Ticket - Student (October 14, 2014)
Program of that particular day, Congress bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

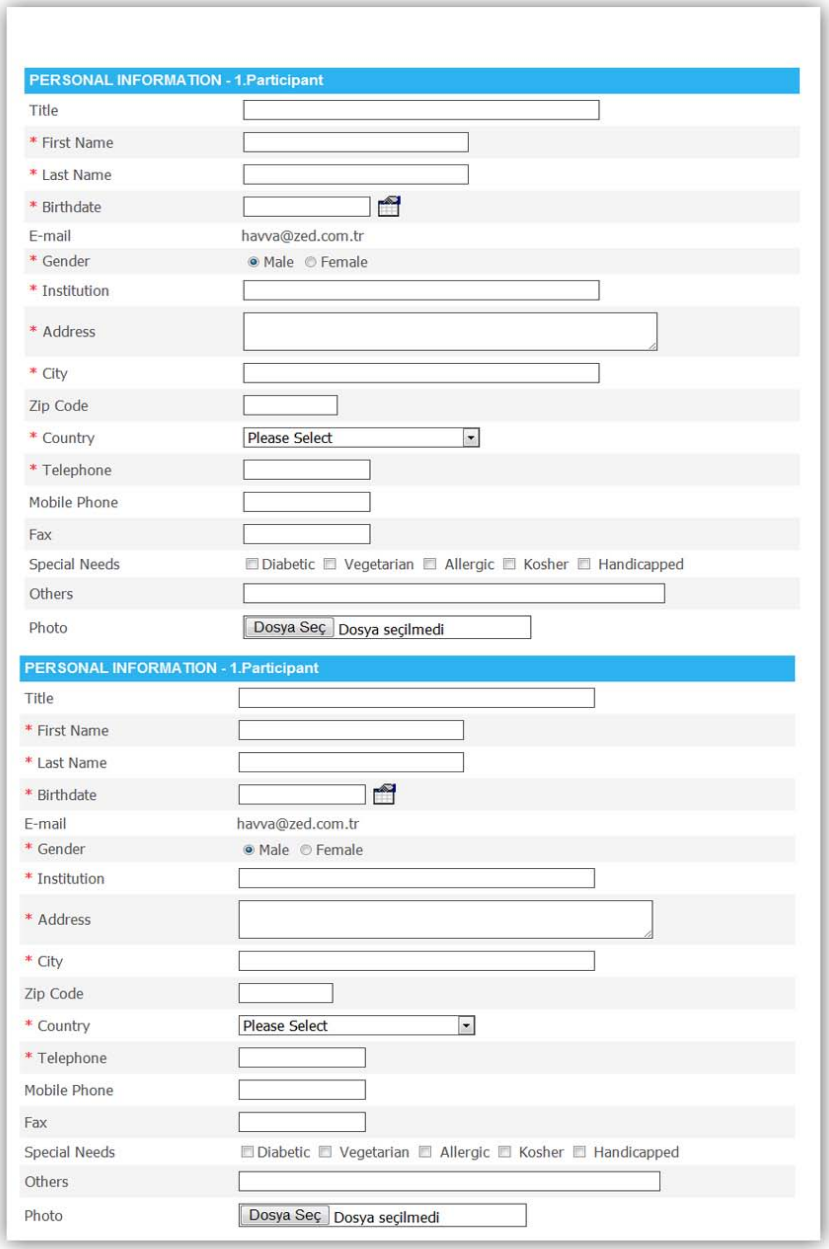
O) One Day Ticket - Student (October 15, 2014)
Program of that particular day, Congress bag (including Program Catalogue, Proceedings, ID Badge, Pen and Notepad)

IMPORTANT NOTICE!

Together with student registration, a verified copy of a valid student certificate or international student card has to be submitted to Symposium organizers in .pdf or .jpg format. registration@owc2014.org

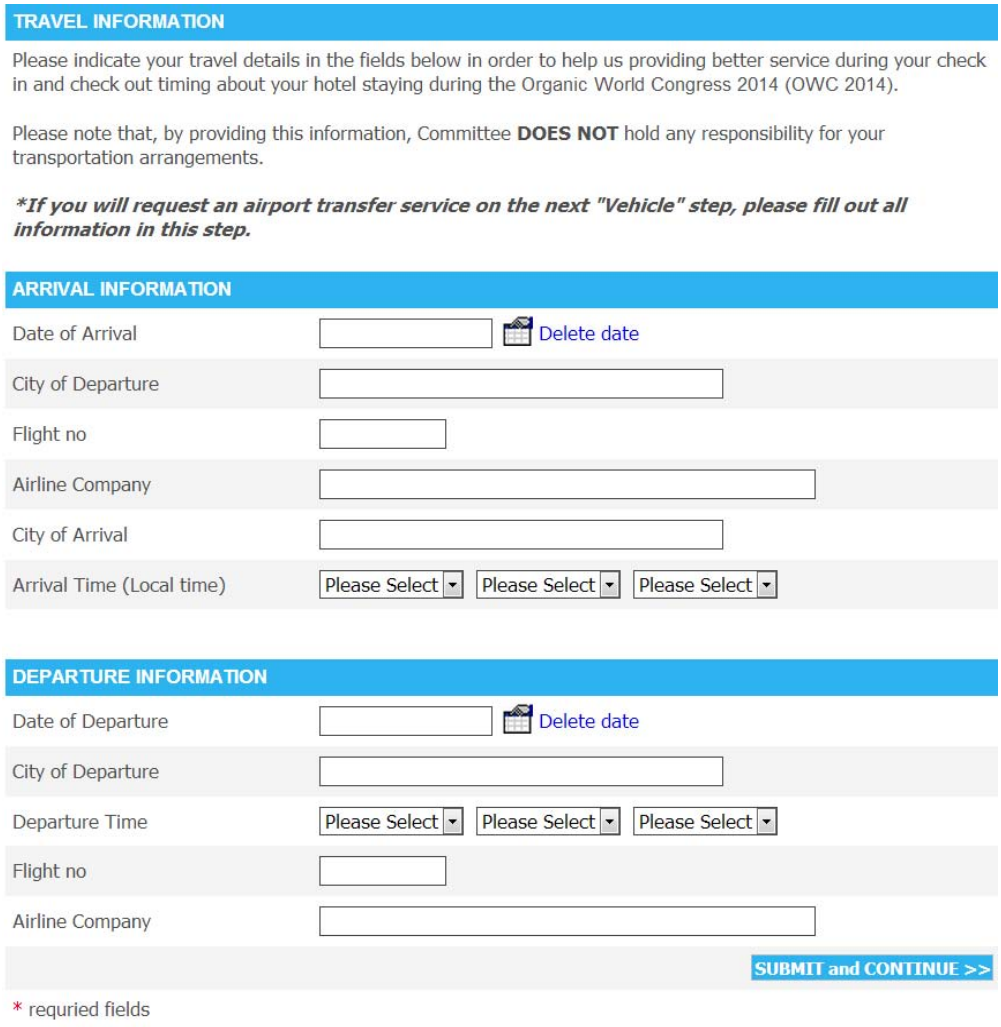
IFOAM and BUĞDAY Affiliates should verify their membership via registration@owc2014.org

Step 4 - Personal Information Screen



On this screen, you enter the personal information necessary to provide you the best possible services during the symposium *(collar card, information on special conditions, allergies, etc.)*. Completion of the fields marked with a red (*) is obligatory. The system will request information on the number of participants you have entered in the registration screen. If you fail to provide the necessary information, you will not be able to proceed to the next screen.

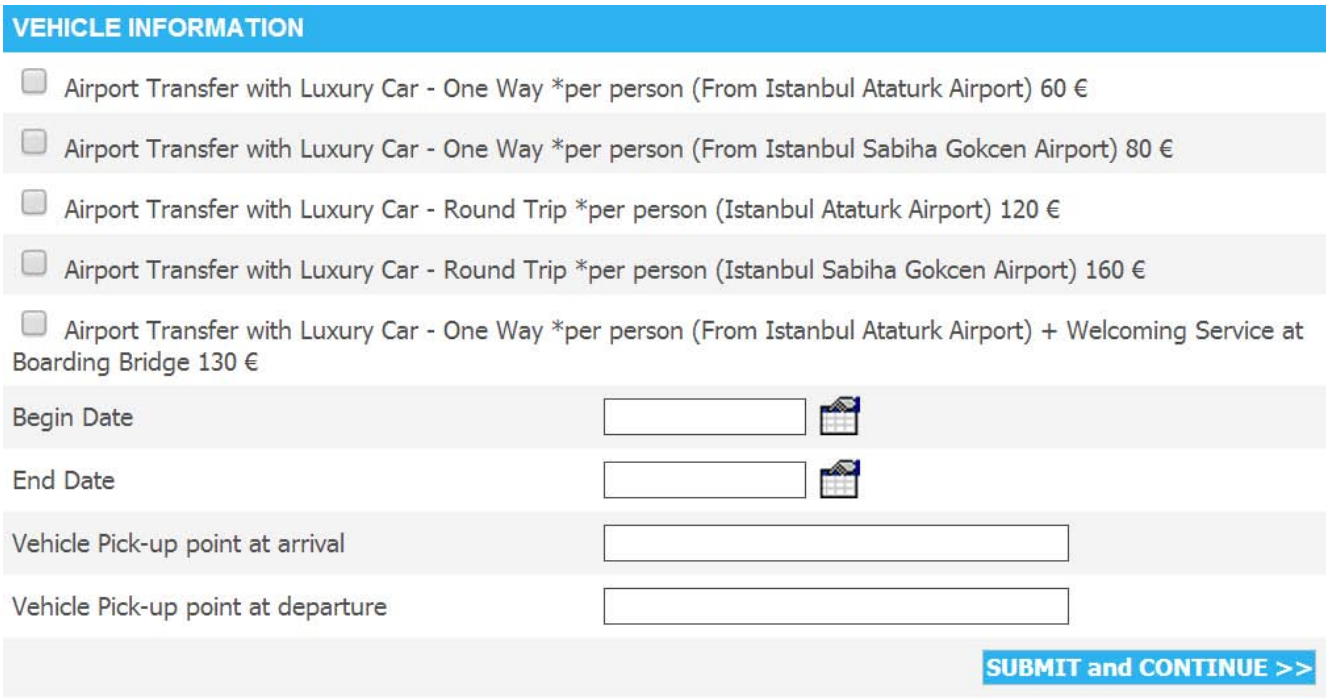
Step 5 - Travel Information Screen


TRAVEL INFORMATION
Please indicate your travel details in the fields below in order to help us providing better service during your check in and check out timing about your hotel staying during the Organic World Congress 2014 (OWC 2014).
Please note that, by providing this information, Committee DOES NOT hold any responsibility for your transportation arrangements.
*If you will request an airport transfer service on the next "Vehicle" step, please fill out all information in this step.
ARRIVAL INFORMATION
Date of Arrival
Delete date
City of Departure
Flight no
Airline Company
City of Arrival
Arrival Time (Local time)
Please Select
Please Select
Please Select
DEPARTURE INFORMATION
Date of Departure
Delete date
City of Departure
Departure Time
Please Select
Please Select
Please Select
Flight no
Airline Company
SUBMIT and CONTINUE >>
* requried fields

It is not compulsory to complete this screen dedicated to travel information. It is, however, recommended as it helps us to monitor your programme and to provide you better services.

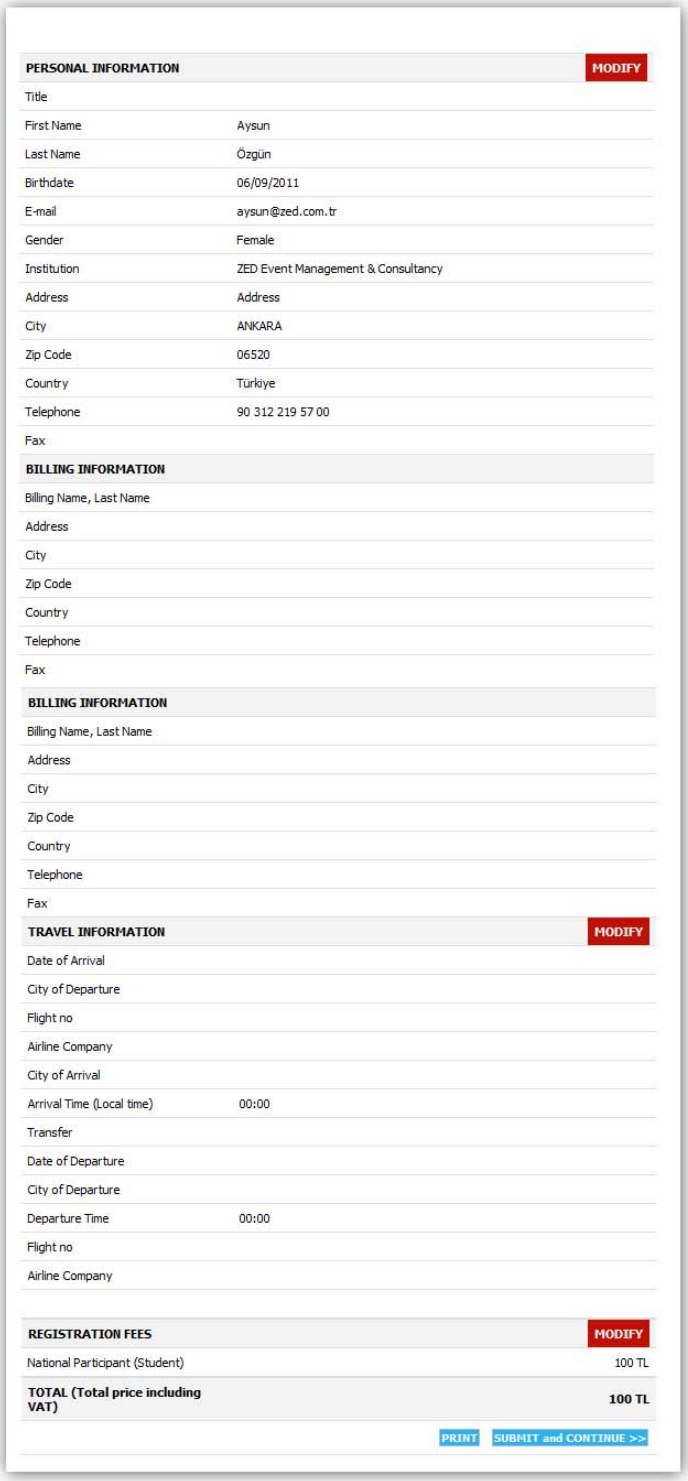
* Please make sure that your travel dates conform with your accommodation dates.

Step 6 - Vehicle Information Screen


VEHICLE INFORMATION
Airport Transfer with Luxury Car - One Way *per person (From Istanbul Ataturk Airport) 60 €
Airport Transfer with Luxury Car - One Way *per person (From Istanbul Sabiha Gokcen Airport) 80 €
Airport Transfer with Luxury Car - Round Trip *per person (Istanbul Ataturk Airport) 120 €
Airport Transfer with Luxury Car - Round Trip *per person (Istanbul Sabiha Gokcen Airport) 160 €
Airport Transfer with Luxury Car - One Way *per person (From Istanbul Ataturk Airport) + Welcoming Service at Boarding Bridge 130 €
Begin Date
End Date
Vehicle Pick-up point at arrival
Vehicle Pick-up point at departure
SUBMIT and CONTINUE >>

According to your private transfer request (Airport - Hotel - Airport), please fill out the travel information step first, then choose one way or round trip transfer including your pick-up point on the Vehicle İnformation step

Step 7 - Summary of Details Screen



PERSONAL INFORMATION		MODIFY
Title		
First Name	Aysun	
Last Name	Özgün	
Birthdate	06/09/2011	
E-mail	aysun@zed.com.tr	
Gender	Female	
Institution	ZED Event Management & Consultancy	
Address	Address	
City	ANKARA	
Zip Code	06520	
Country	Türkiye	
Telephone	90 312 219 57 00	
Fax		
BILLING INFORMATION		
Billing Name, Last Name		
Address		
City		
Zip Code		
Country		
Telephone		
Fax		
BILLING INFORMATION		
Billing Name, Last Name		
Address		
City		
Zip Code		
Country		
Telephone		
Fax		
TRAVEL INFORMATION		MODIFY
Date of Arrival		
City of Departure		
Flight no		
Airline Company		
City of Arrival		
Arrival Time (Local time)	00:00	
Transfer		
Date of Departure		
City of Departure		
Departure Time	00:00	
Flight no		
Airline Company		

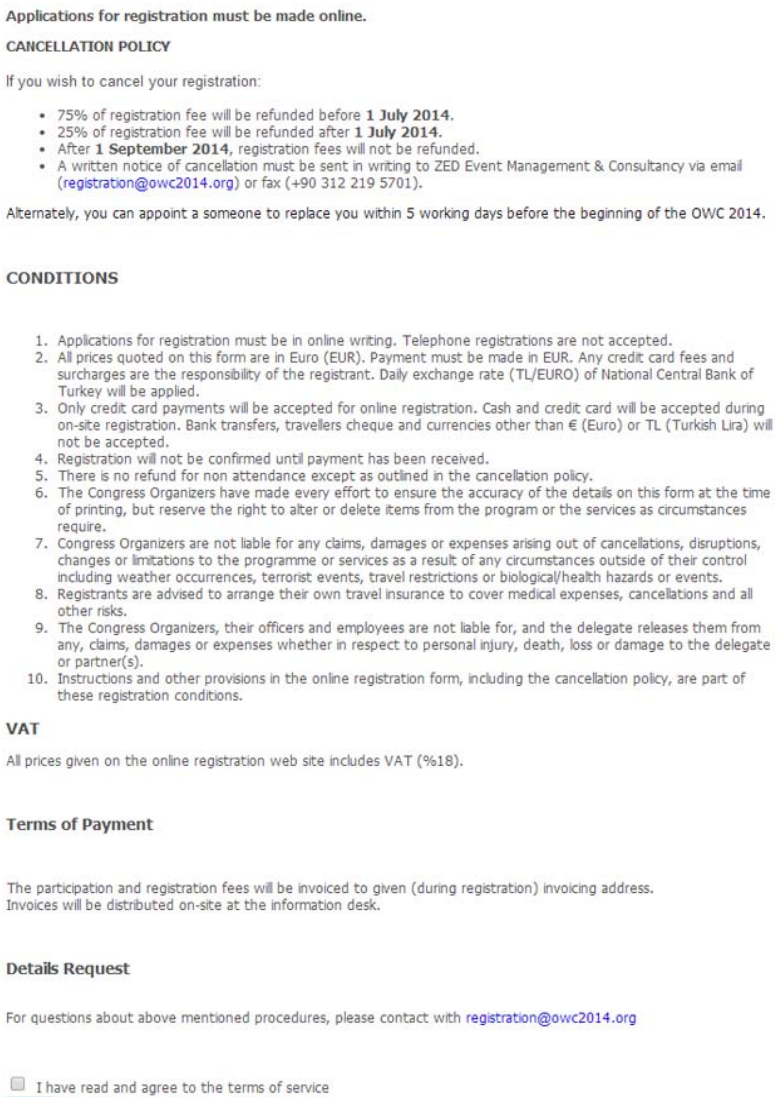
REGISTRATION FEES	MODIFY
National Participant (Student)	100 TL
TOTAL (Total price including VAT)	**100 TL**

PRINT SUBMIT and CONTINUE >>

This screen displays a summary of all the information (personal, travel-related, etc.) you have entered into the various screens of the system including the services you have booked. For changes click "**MODIFY**".

Once you have completed the information as desired *(registration type, accommodation, personal information, etc.)* it is suggested that you click "**PRINT**" and take a print-out of your data which you should retain until the symposium date.

Step 8 - Approval Screen



Applications for registration must be made online.

CANCELLATION POLICY

If you wish to cancel your registration:

- 75% of registration fee will be refunded before **1 July 2014**.
- 25% of registration fee will be refunded after **1 July 2014**.
- After **1 September 2014**, registration fees will not be refunded.
- A written notice of cancellation must be sent in writing to ZED Event Management & Consultancy via email (registration@owc2014.org) or fax (+90 312 219 5701).

Alternately, you can appoint a someone to replace you within 5 working days before the beginning of the OWC 2014.

CONDITIONS

1. Applications for registration must be in online writing. Telephone registrations are not accepted.
2. All prices quoted on this form are in Euro (EUR). Payment must be made in EUR. Any credit card fees and surcharges are the responsibility of the registrant. Daily exchange rate (TL/EURO) of National Central Bank of Turkey will be applied.
3. Only credit card payments will be accepted for online registration. Cash and credit card will be accepted during on-site registration. Bank transfers, travellers cheque and currencies other than € (Euro) or TL (Turkish Lira) will not be accepted.
4. Registration will not be confirmed until payment has been received.
5. There is no refund for non attendance except as outlined in the cancellation policy.
6. The Congress Organizers have made every effort to ensure the accuracy of the details on this form at the time of printing, but reserve the right to alter or delete items from the program or the services as circumstances require.
7. Congress Organizers are not liable for any claims, damages or expenses arising out of cancellations, disruptions, changes or limitations to the programme or services as a result of any circumstances outside of their control including weather occurrences, terrorist events, travel restrictions or biological/health hazards or events.
8. Registrants are advised to arrange their own travel insurance to cover medical expenses, cancellations and all other risks.
9. The Congress Organizers, their officers and employees are not liable for, and the delegate releases them from any, claims, damages or expenses whether in respect to personal injury, death, loss or damage to the delegate or partner(s).
10. Instructions and other provisions in the online registration form, including the cancellation policy, are part of these registration conditions.

VAT

All prices given on the online registration web site includes VAT (%18).

Terms of Payment

The participation and registration fees will be invoiced to given (during registration) invoicing address.
Invoices will be distributed on-site at the information desk.

Details Request

For questions about above mentioned procedures, please contact with registration@owc2014.org

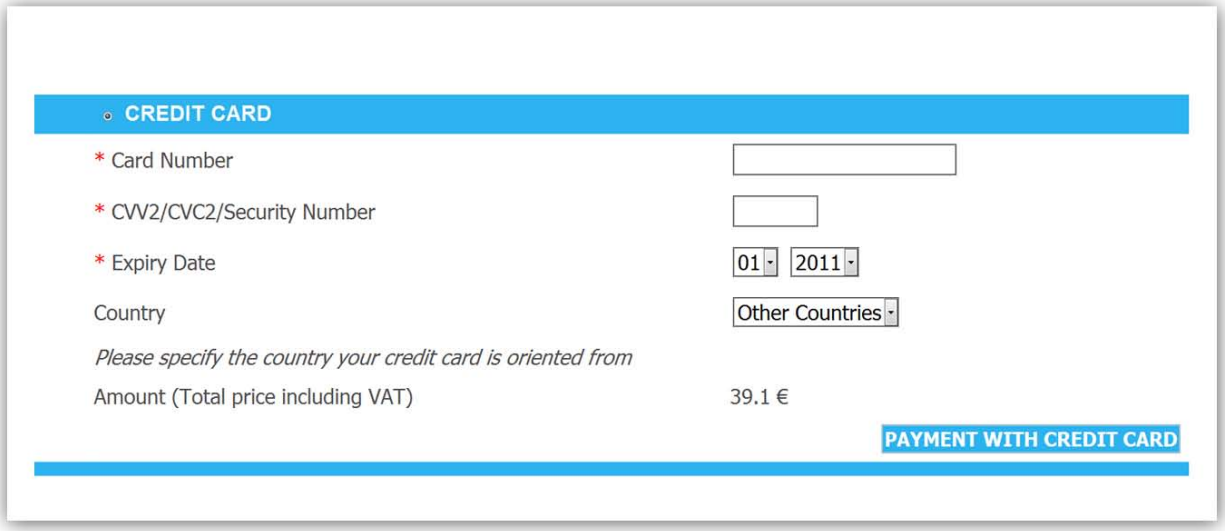
☐ I have read and agree to the terms of service

This page states the terms and conditions *(cancellation conditions, legal rights and symposium-related legal information)* of the booking you have just carried out.

Please read this information carefully before you proceed to the next "**PAYMENT**" screen. You can access the payment screen by clicking on the statement: "**I have read the terms of service and agree**" and pressing the "**OK**" button.

Step 9 - Payment Screen

IMPORTANT: *PLEASE STATE THE COUNTRY WHERE YOUR CREDIT CARD HAS BEEN ISSUED BY CHOOSING FROM THE **Country** LIST FIELD.*



This screen indicates that you have successfully completed all procedures and have come to the "**PAYMENT STEP**".

For speedy processing of the payment procedure you have to enter all required credit card information completely and correctly.

In case of wrong credit card information you will receive an error message. If you receive an error message despite being absolutely sure about the information's validity, please first contact your bank. If the bank is not at fault, please send an e-mail to the following address: registration@owc2014.org.

(Other than exceptional cases, do not send your credit card information to this address. The credit card information you entered in the above screen will only be seen by you and the bank, not by the organiser.)

The "**Country**" information on the screen is important and compulsory. If entered wrong, the system will give an error message. If you are a participant from a foreign country, select "**Other Countries"**, otherwise the money cannot be collected.

18th IFOAM ORGANIC WORLD CONGRESS - OWC 2014

ONLINE REGISTRATION SYSTEM at www.owc2014.org

USER MANUAL

If you have successfully completed the payment process you will receive the following message as soon as the money has been collected:

"Your payment has been received successfully, a confirmation mail will be sent to your registered email address. Thank you for your participation.

****** If you want to make any changes to your registration, accommodation or tour/social programme after payment please contact registration@owc2014.org***

Please close the screen after reading the information below."

After this message, the system will send an automatic confirmation reply to the e-mail address you have stated. The message comes from our Congress Registration Secretariat. If you do not receive a confirmation message please contact via e-mail: registration@owc2014.org

My credit card information is not valid. I should like to pay later. How do I have to proceed?

You can leave the payment screen by pressing the Exit button on your internet browser or closing it, return to ***Step 1*** "**CONGRESS REGISTRATION ENTRY SCREEN**" and request your **REGISTRATION KEY** for later payment.

IMPORTANT NOTE: *As long as we do not receive your payment information, you are not registered and you will receive neither an approval nor a confirmation e-mail.*

See you in Istanbul…

We hope you will have a good time in Turkey…

ORGANIZATION TEAM